

## Montana District Court - FullCourt Gap Analysis

FullCourt Core Case Management Gap Matrix										
	Process / Function	Meets	Partially Meets	Does Not Meet	Missing	Non-Gap Concern	System Defect	FullCourt Gap Module(s)	Gap(s)	Importance (Critical, High, Med, Low)
1	Case Numbering	X								
2	Searching	X								
2.1	Party Case Search	X								
2.2	Name Index Search	X								
2.3	Remaining Search Options	X								
2.3.1	Search by Case Number	X								
2.3.2	Search by Attorney Names	X								
2.3.3	Search by Judges Names	X								
3	Party Records, Aliases	X								
3.1	Party Record Information	X								
3.2	Alias History	X								
4	Criminal Case Creation		X							
4.1	Party Search		X					Criminal Case Window	Provide ability to select/identify the party's case name from their list of aliases. In order to ensure the correct name is displayed on the case, the counties are having to create duplicate party records for an individual if they have more than one case with different names on each – need option to select which name to use on each case	High
4.1.1	Party Creation	X								
4.2	Case Creation		X					Charge Entry Window	Disposition Date is mis-labeled - should be changed to Adjudicated Date for District Courts but should remain Disposition Date for Limited Courts (e.g., provide option to specify which, based on installation)	Medium
4.2.1	Multiple Charges		X					Statute Lookup	(a) Allow alternative charging statutes to be entered  (b) Allow charges with modifiers to be entered Notes: The work around for these gaps is to enter an Amended Statute then set Finding to "none" and clear Finding Date and save then set Finding to the amended statute finding which will create an ROA that refers to the amended statute Possible Solution: When entering a new Statute that is a modifier the system prompts the user to select which charge you are applying this to (statute table would have to have a flag that identifies modifiers that trigger this prompt)	High
4.2.2	Multiple Counts	X								
4.3	Random Judge Assignment	X								
4.4	Entering Bonds	X								
4.5	Entering Attorneys	X								

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4.6	Filing/Scanning of Original Charging Document					X		Image Scan Window Image Viewer Window Imaging Case Documents Window Imaging Document Retrieve Window	Provide option to select duplex when scanning (for documents that have both duplexed and non-duplexed pages)	Low
4.6.1	Index document with ROA					X			(a) Provide the ability to add or update the file name/document title of a document that is already indexed to an ROA (documents converted from JCMS do not have titles)	Low
4.7	Register of Actions		X(a)			X(b-c)	X(d-e)	Register of Actions Window	(a) Provide ability to search text of ROA's within a case or within the database (Note: address gap either through this window or on the ROA Entries by Date report)  (b) Remove/Inactivate Renumber Docs button  (c) Provide ability to set a default sort order - default to docs only, newest first  (d) The ROA is displaying the plea code rather than the plea description - reported defect  (e) When View Image it should return to the ROA that the user was on rather than to the top of the ROA list - reported defect	(a) Medium (b) High (c) Medium (d) High (e) Medium
4.7.1	ROA Report		X					ROA Entries By Date Report	Provide ability to search text of ROA's within a case or within the database (Note: address gap either through this report or on the ROA Window)	Medium
4.8	Scheduling Hearings	X								
5	Actions on Existing Criminal Cases		X							
5.1	Disposition Entry					X(c)	X(a -b)	Disposition Entry Window	(a) The wrong Plea date is being defaulted to the ROA (e.g., should be the plea date not the system date) - reported defect to be addressed in the next release  (b) Missing Consecutive Charge ROA Event - reported defect to be addressed in the next release  (c) Provide Confinement Comment ROA Event	Medium
5.2	Clerk of Court Disposition Action	X								
5.2.1	Attaching a minute document to an ROA	X								
5.3	Judicial Assistant Disposition Action		X						Pending Enhancement (should be available in August) – Preliminary Sentencing Recommendation screen so that the Judicial Assistants are not updating the actual case	High

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5.3.1	Adding Conditions	X								
5.3.2	Other Sentencing	X								
5.4	Criminal Judgment Document Creation	X								
5.4.1	Index Image to Case	X								
6	Civil Case Creation		X							
6.1	Civil Filing, explanation of fees	X								
6.2	Adding Parties		X(a)			X(b)		Civil Plaintiff Entry Window Civil Defendant Entry Window	(a) Provide ability to select/identify the party's case name from their list of aliases. In order to ensure the correct name is displayed on the case, the counties are having to create duplicate party records for an individual if they have more than one case with different names on each – need option to select which name to use on each case  (b) Add the Party Type drop down list to each of the party tabs on the Civil Case screen	(a) High (b) Low
6.3	Receipting Filing Fee						X	Civil Payments Window - Miscellaneous Receipt	Add "change back" amount to the Miscellaneous Receipt - <b>reported defect should be addressed in the next release</b>	Low/Med
6.4	Case Creation		X					Civil Filing Window	The tabs and field labels on the Domestic Relations, Paternity, Developmental Disable, Adoptions, Paternity, Guardianship, Involuntary Commitment, Neglect, Probate (just petitioner) cases should indicate Petitioner and Respondent rather than Plaintiff and Defendant. For Civil cases it is based on the subtype whether plaintiff or petitioner. <b>Possible Solution: Add Petitioner and Respondent as party checkbox options on the Case Number Maintenance screen</b>	High
6.5	Entering Attorneys	X								
6.6	Filing/Scanning of Original Document					X		Image Scan Window Image Viewer Window Imaging Case Documents Window Imaging Document Retrieve Window	Provide option to select duplex when scanning (for documents that have both duplexed and non-duplexed pages)	Low
6.7	Scheduling Hearings							Civil Case Hearings Window		
6.8	Attaching Minutes (documents)					X			The Image Doc ID in the ROA does not automatically populate when a document is attached (as opposed to scanned)	Importance not identified

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6.9	Register of Actions		X(a)			X(b-c)	X(d-e)	Register of Actions Window	(a) Provide ability to search text of ROA's within a case or within the database (Note: address gap either through this window or on the ROA Entries by Date report)  (b) Remove/Inactivate Renumber Docs button  (c) Provide ability to set a default sort order - default to docs only, newest first  (d) The ROA is displaying the plea code rather than the plea description - reported defect  (e) When View Image it should return to the ROA that the user was on rather than to the top of the ROA list - reported defect	(a) Medium (b) High (c) Medium (d) High (e) Medium
6.9.1	ROA Report		X					ROA Entries By Date Report	Provide ability to search text of ROA's within a case or within the database (Note: address gap either through this report or on the ROA Window)	Medium
7	Marriage License Creation	X								
7.1	Civil Filing	X								
7.2	Adding Parties	X								
7.3	Receipting	X								
7.4	Bride and Groom Designation	X								
7.5	Adding Marriage Application Information					X		Marriage License Entry	Remove the File Number field from the Marriage License screens (This is an internal number to DPHHS that does not mean anything to the courts)	Low
8	Actions on Existing Civil Cases		X							
8.1	Marriage License after marriage completed					X			Provide option to automatically set marriage license application status to inactive after 180 days if case is not closed - This concern can be addressed by the inactivity dismissal function, therefore no priority identified	
8.1.1	Scan and attach document to case	X								
8.2	Clerk Document Retrieval	X								
8.3	Civil Judgments		X(a)				X(b)	Civil Judgments Window	(a) Inclusion of Alias Name in the Parties of the Judgment Window - This is not needed, if the system is enhanced to identify the case name. If the option to identify the party's case name is not added then provide list of aliases to select the alias on the case.  (b) The ROA Date for closing a civil case should match the File Date not the Signed Date	(a) High (b) Medium

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8.4	Civil Judgment Events						X	Civil Judgments Window	The ROA Date for Judgment Event is pulling in the date signed rather than the judgment event date	Medium
8.5	Judgment Book Report and Transcript of Judgment Report	X								
8.6	Child Support Trust	X								
8.6.1	Print Ledger	X								
9	Hearings Calendar Management		X					All Calendars	Add the Department Number to Web Page Calendar	High
9.1	Judge Calendars		X(a)				X(b)	Judges Calendar	(a) Enhanced Hearing Prioritization Functionality - User-defined numeric scheduling prioritization (pending enhancement)  (b) Remove the Save prompt that displays when the user navigates off the calendar and hasn't made any changes (reported bug) - If the user selects Yes then the date/timestamp is updated - <a href="#">System defect has been reported and should be addressed in the next release</a>	High
9.2	Master Calendar		X					Master Calendar	(a) Enhanced Hearing Prioritization Functionality - User-defined numeric scheduling prioritization (pending enhancement)	High
9.3	Hearings Management		X						Addition of Department Number data field	High
9.4	Calendar Printouts		X						Addition of Department Number to calendar reports	High
10	Reports		X						(a) Addition of Department Number to all reports  (b) Ability to include Alias Names on all reports (option to include or exclude)  (c) DOB needs to be changed to Year of Birth on all public reports (Supreme Court Ruling effective 12/31/07) - Provide option to display either the DOB or the Year of Birth on all reports	(a) High (b) High (c) Critical
10.1	ROA Report (a) Produce by filtering either document ID or sequence # (b) 3-5-504 - Must include the title of the action with brief notes under it, from time to time, of all papers filed and proceedings had therein. The register must also state the names of the attorneys and all fees charged in each action.	X								
10.2	Register of Criminal Actions (Case Register Report) 3-5-505 - Must have a proper index and in which must be entered the title and number of the action with a memorandum of every paper filed and order or proceeding had therein, with the date thereof, and a memorandum of the name of every witness, the number of days he attended, and his witness fees.	X								
10.3	Register Log Report all cases included, not statutory, available in JCMS	X								

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10.4	Judgments (Judgment Index Report) - From Civil Reports (a) 27-18-408 - Judgments standing in favor of and in the name of the defendant upon the records of the clerk of the district court must be attached by leaving with the said clerk of the district court a copy of the writ and a notice stating that the said judgment is attached in pursuance of such writ. The clerk of the district court must index and keep a record of all attachments of judgments thereunder, and such attachment is binding on the judgment creditor (b) Clearly identify the debtor/creditor (c) No showing of judgment amount	X								
10.5	Judgment Book (Judgment Book Report) - From Civil Reports (all cases) (a) 3-5-507 - The clerk must keep with the records of the court a book to be called the "Judgment Book", in which judgments must be entered (b) Clearly identify the debtor/creditor (c) Reflects the judgment amount	X								
10.6	Judgment Book (Judgment Book Report) - From Case (case specific) (a) 3-5-507 - The clerk must keep with the records of the court a book to be called the "Judgment Book", in which judgments must be entered (b) Clearly identify the debtor/creditor (c) Reflects the judgment amount	X								
10.7	Docket (Transcript of Judgment Report) - From Case (a) 3-5-508 - The docket is a book which the clerk keeps in his office, with each page divided into eight columns and headed as follows: judgment debtors; judgment creditors; judgment, time of entry; where entered in judgment book; appeals, when taken; judgment of appellate court; satisfaction of judgment, when entered. If judgment be for the recovery of money or damages, the amount must be stated in the docket under the head of judgment. If the judgment be for any other relief, a memorandum of the general character of the relief granted must be stated. The names of the defendants must be entered in alphabetical order (b) Clearly identify the debtor/creditor (c) Reflects the judgment amount	X								
10.8	Index Report Plaintiff - From Reports 3-5-502, 3-5-503 - index of each and every action begun in the court, entering them alphabetically by the name of the plaintiff		X						Inclusion of Alias Name on Name Index Report - This will not be necessary if the system is updated with the option to identify the plaintiff's case name	High

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10.9	Index Report Defendant - From Reports 3-5-5-2, 3-5-503 - index of each and every action begun in the court, entering them alphabetically by the name of the defendant		X						Inclusion of Alias Name on Name Index Report - This will not be necessary if the system is updated with the option to identify the defendant's case name	High
10.10	Marriage License Reports - From Reports		X						Provide option to report by Date of Marriage or by Date Reported	Low
10.10.1	Completed Marriage Licenses		X						Provide option to report by Date of Marriage or by Date Reported	
10.10.2	Unresolved Marriage Licenses		X						Provide option to report by Date of Marriage or by Date Reported	
10.11	Civil Trust Reports	X								
10.11.1	Civil Trust Receipt - Child Support	X								
10.11.2	Civil Trust by Trust Type Report	X								
10.12	Statistical Reporting - From CCR	X								
10.12.1	Monthly	X								
10.12.2	Annually	X								
10.13	External Agencies Reports		X							
10.13.1	Media Disposition Report		X						Media Disposition Report should not show Defendant's Date of Birth, rather display Defendants Year of Birth in order to comply with the Supreme Court Access rules (effective 12/31/07)	High
10.14	Time Limits Report					X			Provide the ability to run the Time Limits Report by all Rules	Medium
11	Financials - Cash Courts	X								
11.1	Receipting (Cash)	X								
11.2	Receipting (Check)	X								
11.3	Receipting (Money Order with Restitution)	X								
11.4	End of Day Balancing	X								
11.5	Financial Reports	X								
11.5.1	Monthly Distributions (Fees, Fines)	X								
11.5.2	Civil Trust Receipt Report	X								
12	Financials - General Ledger	X								
12.1	Receipting (Cash)	X								
12.2	Receipting (Money Order with Restitution)	X								
12.3	End of Day Balancing	X								
12.4	Financial Reports	X								
12.4.1	Trial Balance	X								
12.4.2	Bond Report	X								
12.4.3	Civil Trust Receipt Report	X								

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12.5	Bank Reconciliation	X								
12.6	Month End - End of Period Disbursements	X								
12.6.1	End of Period Disbursement Report	X								
13	Miscellaneous Functionality									
13.1	Physical File Locator					X		Case File Location Window	(a) Provide a hot key option to navigate to Physical File Location window  (b) Provide ability to indicate that the file was routed to the Repository two times in a row (e.g., If a new document comes in, Clerks want to document that they routed it to the same place that the file is located)  (c) Provide ability to print the file location history  (d) Default the physical file location to the name of the person that opened the case  (e) Provide option to filter by user group - update security maintenance to specify what groups will be displayed on the File Location window (e.g., provide ability to not display former employees in the list)	(a) Medium (b) Low (c) Low/Med (d) Low (e) Low
13.2	Reminders					X		Reminders Search Reminders Window	There is no way to differentiate between an individual user and a group in the Reminder To list	Low
13.3	Email Notifications					X		CaseMail Window Send Email Window (from Imaging Case Documents window)	Need to trigger an ROA or some other audit trail when an e-mail is sent from FullCourt	Medium
14	Public Security and Access		X							
14.1	Searching - No Access to Sealed Cases		X					Case Search	System should identify if a sealed case exists but not allow access to it - currently indicates no matches (can't deny existence of case) - <a href="#">This issue is being referred to the Public Access Task Force for direction</a>	High
14.2	Party Detail Views	X								
14.3	Image and Document Views (unsealed document access only)						X	Security Maintenance	Security Maintenance should provide the ability to lock users out of the minutes entry – currently public access users can edit the minutes - <a href="#">reported defect</a>	High
14.4	Civil Judgment Views		X						Public Access should have ability to print the Judgment from the Case window. <a href="#">Note: They can print the Judgment Book Report by Judgment Date</a>	High
15	Standard Table Setup and Configuration Process (security and information sharing?)									

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15.1	State Standard Table Setups									
15.1.1	Case Types and SubTypes (Uniform Case Filing Standards)	X								
15.1.2	Case Titles		X						Provide ability to specify/select a City Name rather than the State of Montana in the Case Title Style for city and municipal cases - <a href="#">workaround is to create a case sub-type for each city</a>	Medium
15.1.3	Random Judge Assignments	X								
15.1.4	Auto Assignment of Sequential Case Numbers	X								
15.1.5	Case Status	X								
15.1.6	ROA Codes	X								
15.1.7	ROA Event Processes (Uniform Case Filings Standards)					X(b)	X(a)	ROA Events Maintenance ROA Time Limits Maintenance	(a) Missing Consecutive Charge ROA Event - <a href="#">reported defect to be addressed in the next release</a>  (b) Provide a Confinement Comment ROA Event	Medium
15.1.8	Fines/Fees by statute Notes: Fines flexible, Fees not flexible, Surcharges by Statute - 46-18-236	X								
15.2	Inactivity Dismissal Setup	X								
15.3	Security Configuration		X					Security Maintenance	(a) update security maintenance to specify what groups will be displayed on the File Location window (e.g., provideability to not display former employees in the list)  (b) Security Maintenance should provide the ability to lock users out of the minutes entry	(a) Low (b) High
16	<a href="#">Standard Table Values</a>		X							
16.1	FullCourt Standard Table Values									
16.1.1	Case Types and Sub-Types (Uniform Case Filing Standards)	X								
16.1.2	Case Status	X								
16.1.3	Pleas	X								
16.1.4	Findings	X								
16.1.5	Degrees	X								
16.1.6	Civil Judgment Types	X								
16.1.7	Civil Judgment Events	X								
16.1.8	Party Race	X								
16.1.9	Probation Types	X								
16.1.10	Judges Reasons for Removal	X								
16.1.11	Hearing Types	X								

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16.1.12	Supervision Options	X								
16.1.13	ROA Codes	X								
16.1.14	Statute Table		X						(a) Allow alternative charging statutes to be entered (b) Allow charges with modifiers to be entered	High
16.2	Unique Court (Locally Controlled) Tables									
16.2.1	Judges		X					Judge Maintenance	Addition of Department Number Data Field	High
16.2.2	Attorneys	X						Attorney Maintenance		
16.2.3	Agencies - Law Enforcement - Law Firms - Bonding Companies - Probation and Parole - Pre-Trial Release - Correctional Institutions	X						Agency Maintenance		
17	Retention Schedule / Standard Images (FileNet)				X				(a) Ability to index documents and images based on a defined set of index values looking toward the future of content management and the projects of the Law Library and C-Track  (b) Long-term Document archival - FullCourt is not a document management system, it is a case management system with an imaging component (the images are stored locally)	
18	Gaps in overall process/standards									
18.1	Allow alternative charging statutes to be entered								DOJ does not store = no standard in the State for how to handle (gap in overall process)	
18.2	Allow charges with modifiers to be entered									
18.3	Same-day hearings do not get put on the calendar									